

[Company Letterhead]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, ZIP Code]

[Phone Number] | [Email Address]

Date: [Insert Date]

To Whom It May Concern,

Subject: Employment Confirmation for Third-Party Verification

This is to confirm that **[Employee Name]**, holding the position of **[Designation/Job Title]**, has been employed with **[Company Name]** since **[Date of Joining]**.

The employment details are as follows:

- Employee Name: [Employee Name]
- Employee ID: [Employee ID]
- Designation: [Designation/Job Title]
- Department: [Department Name]
- Date of Joining: [Date of Joining]
- Current Employment Status: [Active/On Leave/Resigned, etc.]
- Type of Employment: [Full Time/Part Time/Contractual]

During their tenure at [Company Name], [Employee Name] has exhibited professionalism, diligence, and commitment to their responsibilities. This confirmation is being provided upon request for the purpose of third-party employment verification.

Should you require any further information or clarification, please feel free to contact us at the details provided above.

Sincerely,

[HR Manager Name]

[HR Manager Title]

[Company Name]

Important Notes:

- This letter is issued strictly for verification purposes and contains information up to the date of issuance.
- Any misuse or alteration of this document is strictly prohibited.
- The contents of this letter are confidential and intended solely for the requesting party.
- Contact the HR department for any queries or concerns regarding employment verification.